

CUSTODIAL SUPERVISOR

Class Definition

Under direction, supervises and directs the activities of a group of custodians servicing assigned areas of City buildings.

Distinguishing Characteristics

Supervising Custodian is the first-line supervisory level in the Custodian series. On an assigned shift, incumbents supervise the day-to-day work activities of employees engaged in a wide range of custodial and minor building maintenance tasks. This class is distinguished from Building Services Supervisor and Airport Maintenance Supervisor in that incumbents of the latter are responsible for supervising overall multi-shift operations. It is distinguished from Senior Custodian in that incumbents of the latter provide lead direction to a custodial crew. Incumbents may be assigned to work nights, weekends, and holidays, and may also be required to respond to call-backs after working hours.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, schedules, supervises, and assigns custodial crews and equipment; reassigns workers to meet varying work loads or crew requirements.

Inspects City facilities to insure cleanliness and for necessary improvements or repairs; initiates work requests; prepares inspection reports.

Maintains time and labor distribution records.

Supervises the maintenance, repair, and replacement of floor coverings.

Trains new custodial employees in cleaning techniques, including the proper use of cleansing agents and equipment, and safety procedures; site security and emergency procedures.

Evaluates and reviews the work of subordinate employees; prepares employee performance evaluations.

Participates in cleaning projects.

Inventories and dispenses supplies and equipment.

May supervise and participate in the assembly, disassembly and relocation of furnishings.

May supervise site security operations during an assigned shift.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of modern housekeeping methods, materials, and equipment, and the methods of measuring and assigning custodial work and maintaining quality control.

Knowledge of occupational hazards and safety precautions of custodial, pest control, and site security work.

Knowledge of departmental rules, regulations, and procedures.

Ability to supervise the work of custodial crews.

Ability to instruct crew members in proper work methods.

Ability to follow written and oral instructions.

Ability to establish and maintain effective working relationships with others.

Ability to maintain work records and prepare reports.

Ability to communicate effectively both orally and in writing.

Minimum Qualifications

One year of experience equivalent to that gained as a Senior Custodian with the City of Fresno.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____

MR/CT/jl/4/02/91

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